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SFFB Standard Operating Procedures for Access Badge Deactivation

San Francisco Federal Building (SFFB) access badges are issued to tenant agency personnel based on the Agency certification official signature that the person receiving the badge needs access to the SFFB to conduct the government's business. Issue of the SFFB badge to an employee is not based on investigation or vetting by GSA or DHS-FPS, it is by tenant agency certification.

It is critical that each agency certifying official understand and comply with the requirement that anytime one of their personnel has a change in status so that they no longer require access to the SFFB, the agency notify GSA *within 24 hours* to deactivate the badge. Ideally the badge being deactivated would be returned to GSA for destruction; however, even if the badge is not available it must be deactivated within 24 hours. Deactivation reasons include reassignment to another location, death, retirement, termination, suspension, and others. To keep the SFFB and its tenants safe the deactivation procedure must be followed.

In cases where the existing badge is not available and the agency suspects there may be a reason to ensure the person does not enter the facility, the badge picture on the security database will be provided to the entrance security guards to allow positive identification and deny admittance to the person in question.

Warren Sitterley
GSA Deputy Property
Manager